

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB02-2

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: FINANCIAL REPORTING REQUIREMENTS—FOURTH QUARTER

The purpose of this bulletin is to provide instructions regarding fourth quarter reporting requirements under the Workforce Investment Act (WIA). These instructions will be needed to report financial data from the following funding streams and grant codes (GC) (**Note:** *Grant codes may differ depending on the year of appropriation*):

Years of Appropriation (YOA) 1999 Job Training Partnership Act (JTPA) Carry Forward, 2000, 2001 (2002 Youth funds only).

- Title I Early Youth (GC 340)
- Youth (GC 301)
- Adult (GC 201, 202)
- Dislocated Worker (GC 501, 502)
- Rapid Response 25 Percent (GC 537, 538, 539, 540, 541, 542, 543, 544)
- National Emergency Grants (NEG) (GC 723, 724, 727, 728, 729, 737)
- Veterans Workforce Investment Program (VWIP) (GC 377, 378)
- Title II (JTPA) to Title I WIA Transition (GC 112, 222, 276)
- Title III (JTPA) to Title I WIA Transition (GC 516, 517, 604, 608)
- WIA 15 Percent Statewide Activities (GC 191, 192, 197, 198, 211, 212, 213, 214, 290, 291, 607, 609, 610, 612, 614, 615, 616, 617, 618, 619, 620, 621, 622, 624, 625, 626, 627, 628, 629)
- Caregivers Training Initiative (CTI) State Match Funds (GC 798)

Expenditures for the above funding streams must be reported as cumulative from the beginning of the subgrant to the end of the reporting quarter.

All Program Year (PY) 1999 funds transitioned from JTPA to the WIA must be spent by June 30, 2002. Any PY 1999 funds not spent as of that date must be recaptured and returned to the Department of Labor. As noted in previous correspondence, all PY 1999 funds transitioned into WIA must be “closed out” when filing financial data on July 20, 2002. Therefore, closeout reports must be filed on July 20, 2002, for grant codes (112, 222, 276, 516, 517, 604, 606, 608, 723, 727, 728, 729, 799).

All PY 2000 funds distributed by formula allocation (GC 201, 202, 301, 340, 501, and 502) must also be spent by June 30, 2002. This requirement applies to all

formula funds incorporated into subgrants for YOA 2000, (i.e. R069xxx). Any PY 2000 formula funds not spent by June 30, 2002, must be recaptured and returned to the Employment Development Department. Closeout reports for the PY 2000 formula funds must be filed by August 20, 2002. Hard copies of these reports must be filed by August 30, 2002.

Expenditure Data

Note: You can retrieve Expenditure report forms, and Line item instructions from [Directive WIAD02-1](#).

Program expenditures for the following grant codes are **only** to be reported on the **Other** line in Section V. line 5 of the EXPD "Summary of Expenditures (Directive WIAD02-1 page 10 of 20)".

- Rapid Response 25 Percent (GC 537, 538, 539, 540, 541, 542, 543, 544)
- National Emergency Grants (GC 723, 724, 727, 728, 729, 737)
- WIA 15 Percent Statewide Activities (GC 191, 192, 197, 198, 211, 212, 213, 214, 290, 291, 607, 609, 610, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 623, 622, 624, 625, 626, 627, 628, 629)
- CTI State Match Funds (GC 798)

Expenditure data for grant codes 276, 301, and 340 (Youth), are submitted on *Summary of WIA Expenditures Report – Youth (Directive WIAD02-1 page 16 of 20)*. All other grant codes will submit expenditure data using *Summary of Expenditures Report*.

Submission of Reports

Subgrantees **with access** to the Job Training Automation (JTA) System are required to transmit the quarterly financial reports in electronic format (direct transmission). Direct transmission of required reports is due no later than close of business on July 20, 2002, and a **signed** hard copy by mail (post marked) **no later** than July 27, 2002.

Subgrantees **without access** to the JTA system for reporting purposes must submit signed quarterly financial reports (post marked) by mail no later than close of business on July 20, 2002. Copies of the required forms are provided in Directive WIAD02-1.

For Additional Information

If you have questions on financial data, please contact Erma Mason at (916) 653-1465 or Melissa Ochoa at (916) 653-1263, of the Financial Management Unit. For JTA questions, please contact the Automation Customer Support Unit's Help Desk at (916) 653-0202.

/S/BILL BURKE

Chief

Workforce Investment Division